



Purchase Order Information Requirements

In order to ensure that each order is processed correctly and expeditiously as possible, the following information is needed for each Purchase Order (purchase orders must accompany parts when delivered):

- PO number
- Bill to Address
- Ship to Address
- Contact Info: Name, Phone Number, Email Address
- Shipping carrier (UPS, SAIA,)
- Shipping method (Overnight, 2 day air, ground,)
- Shipping account number
- Part number
- Quantity of parts
- Description of parts
- Coating specification and drawing with revision
- **If no revision is provided, the latest known revision on file with Houston Plating & Coatings will be used.**
Houston Plating & Coatings is not responsible for rework/rejects resulting from revisions not being provided.
- A print shall be supplied if available – for example, if the PO says to coat per print, a print must be supplied by the customer. If masking is required the print must be highlighted to indicate required areas
- Any additional information that must be added to the work order (job #'s, serial #'s, traceability/tagging requirements)
- Due date – if it is an overtime approved order, it must state that on the PO
- On “rework” orders, the original PO number shall be noted on supplied documents
- Certification information requirements
- Note: All parts should be packaged to prevent corrosion and exposure to the elements. Spraying with a rust preventative oil is recommended. HP&C does not have climate controlled facilities.

Specific requirements per process

Electroless Nickel

- Required plating thickness – must specify allowable tolerance
- Material
- Material Hardness

Blast / Phosphate / Coatings

- If a hydrogen embrittlement bake (pre or post) is required, it must be called out on the PO with the specific time cycle and temp

QPO

- If hardness testing is required, customer must supply a coupon of like material
- If double dip is required, customer must specify the splice zone – minimum 8”